

# Records Management Workshop: An Introduction for Local Governments

## Good Records Management is Good Government

Everyday Michigan citizens use the records managed by more than 2,300 units of local government. As the 2005 hurricane season has demonstrated for the residents in the effected area, the loss of local government records creates many challenges. Buying and selling land, solving criminal cases, and receiving health care were just a few of the services which were challenged by the loss of records. Fulfilling basic administrative, fiscal, and legal functions of government was severely impacted by the loss of or damage to local records.

This **free** 3-hour workshop will provide an introduction and overview of records management responsibilities of local governments.

## Course Outline

### Part I: Introduction to Records Management

- Laws
- Retention and Disposal Schedules
- Inactive record storage
- Confidential records destruction
- Disaster preparedness and response

### Part II: E-mail Retention

- Liabilities
- Categories of e-mail
- Responsibilities
- Storage options

### Part III: Record Reproduction

- Laws, standards and best practices
- Microfilming
- Digital Imaging
- State of Michigan master contracts

### Part IV: Preservation

- Archives of Michigan
- Storage environments and conservation supplies
- Depository agreements

## Register Online Today!

<b>Date:</b>	May 9, 2007	May 16, 2007
<b>Time:</b>	1:00 – 4:00 p.m.	1:00 - 4:00 p.m.
<b>Location:</b>	Cadillac Place—Room L-150 3044 West Grand Boulevard, Detroit	Michigan Library and Historical Center—Forum 702 West Kalamazoo, Lansing

**Registration:** This workshop is **free**. Pre-registration is required. The workshop will be offered twice, so you can select the date and location that works best for you. Workshop sessions are available on a first-come first-serve basis, so register early. Walk-ins will only be accepted if space is available. Register online at: <http://www.surveymonkey.com/s.asp?u=309813096013>

Please contact the Records Management Services at (517) 335-8222 if you have any questions about this workshop. Thank you.

<http://www.michigan.gov/recordsmanagement/>